



# Manual for Reporting Unclaimed Property

Revised February 2023



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## FREQUENTLY ASKED QUESTIONS

### What is Unclaimed Property?

Unclaimed property is cash and other items of value that have been reported to the Department of Treasury because they have gone unclaimed by the owner beyond a dormancy period.

Unclaimed property includes:

- Checking and savings accounts
- Certificates of deposit (CD)
- Over payments
- Insurance checks
- Payroll checks
- Refund checks (utilities, memberships, etc.)
- Money orders
- Uncashed checks
- Dividends
- Stocks and bonds
- Contents of safe deposit boxes

### Who must file an Unclaimed Property report?

Every business, organization, or government agency holding unclaimed property belonging to someone whose last known address is in Michigan. If the holder is incorporated in Michigan and the owner's address is unknown, then the holder must report those properties to Michigan.

### How can I prevent property from being abandoned?

Property is considered abandoned and is reported as Unclaimed property when:

- No activity within the specified period (3 years for most property)
- Holder is not able to locate the property owner

Unclaimed property can be prevented by keeping accounts active, through:

- Owner making a deposit or withdrawal
- Owner updating their contact information
- Owner logging into their individual accounts

### How do I get an extension?

Prior to the July 1st due date, email your request to [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

Please include the following information with your request:

- Company name
- Holder ID and/or FEIN
- Reason for extension

### I discovered past due property and would like to report it without penalty. Will your office accept it without charging me a penalty?

In many cases, we are able to make arrangements for past due property. Email [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov) to request a voluntary disclosure agreement (VDA).

### When are unclaimed property reports due?

Reports are due on or before July 1st of each year.

### We paid an owner funds that were reported to your office. How do we get our money back?

Prior to repaying an owner, we encourage holders to check with our office to ensure we are still holding the funds. Call the department directly or send an email to [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov) with the year reported, owner name, and dollar amount.

To request a reimbursement:

- Complete a Holder Request for Refund (must be notarized)
- Send proof of repayment, such as a copy of a cancelled check or proof that the account was reactivated

### What if I have nothing to report?

All entities domiciled, incorporated and/or doing business in Michigan without unclaimed property to report are strongly encouraged to file a zero or negative report to establish a filing history. DO NOT file a zero or negative report for mutual funds with no shares or cash to report.

### Is there a minimum value for reportable securities?

The purpose of Unclaimed Property is to collect and safeguard items of value until they can be reunited with the rightful owners. Michigan advises holders to NOT transfer or report any securities that are not currently trading, are non-saleable, delisted, revoked, restricted, or are otherwise considered worthless. "Worthless security" means a security whose current price multiplied by the number of shares to be reported does not clear at least 2 cents. The holder should maintain these accounts and if the security gains value, it should be reported and remitted during the next reporting cycle.

## NOTICE TO HOLDERS

Michigan's Unclaimed Property (UP) program is governed by the Michigan Uniform Unclaimed Property Act, Public Act 29 of 1995. The program is administered by the Michigan Department of Treasury, and it serves as the State of Michigan's central depository for abandoned and unclaimed property. The Michigan State Treasurer is the administrator of the Uniform Unclaimed Property Act and acts as custodian of the property on behalf of the owner.

Every business, organization and government agency holding unclaimed property belonging to someone whose last known address is in Michigan must report. If the holder is incorporated in Michigan and the owner's address is unknown, then the holder must report those properties to Michigan.

This manual has been prepared to help holders file unclaimed property reports. It does not address legal issues relating to unclaimed property, nor does it describe all types of property that must be reported. However, it will provide instructions for reporting the most common types of unclaimed property.

When preparing your unclaimed property report, it is **essential** that you include all available information regarding the owners and their properties. Identifying data, such as the Social Security number (SSN), last-known address, email address, property descriptions, and account or check numbers are items used to verify a claimant's rightful ownership. Providing this and other descriptive information on your report will reduce the need for UP or the claimant to contact you, potentially many years later, for additional information confirming they are the entitled owner.

Thank you for your cooperation and continued support in our mutual goal to reunite unclaimed property with the rightful owner or heir.

### Due Date and Dormancy Periods

The dormancy period for most property types is three years. Unclaimed property reaching its dormancy period as of March 31, 2023, must be reported and remitted to the State on or before July 1, 2023. For a complete listing of all property types and dormancy periods, refer to [Appendix A](#).

### Submitting Your Report and Payment

Holder Reports should be filed through the Unclaimed Property [website](#). The option to remit an electronic payment by ACH debit will be presented after the report has been submitted. If you are unable to remit payment at the time of submission, a one-time email confirmation from [no-reply@michigan.findyourunclaimedproperty.com](mailto:no-reply@michigan.findyourunclaimedproperty.com) will be sent within 24 hours to the contact listed on the report. The email will contain an embedded payment link. Please note, this confirmation email with payment link cannot be resent or regenerated. If you do not see an email within 24 hours, please search for it in your junk/spam folder. Paying electronically is only available to holders who submit their reports through the State of Michigan Unclaimed Property website. Holders submitting a report electronically through a third-party provider (UPExchange, for example) will need to pay by check, make checks payable to "MI Dept of Treasury-Unclaimed Property", note the FEIN for the business on the memo line and mail exclusively to the address listed below. Checks mailed to any other address will cause a delay in the processing of your report.

## Contact Information for Reporting Unclaimed Property

For questions regarding this manual, or the responsibility of a holder of unclaimed property, contact UP at:

MI Dept of Treasury-Unclaimed Property  
PO Box 30756  
Lansing MI 48909  
517-636-6940 (weekdays, 9 a.m.-2 p.m.)  
[TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

## Recommended Timeline for Unclaimed Property Review

March 31	Identify properties that could be reportable as unclaimed property as of March 31.
April 15	Prepare and mail due diligence letters to those property owners identified as inactive.
May 15	Determine property owners with whom contact has not occurred (i.e., returned mail, no response, etc.).
June 1	Begin preparing the annual unclaimed property report.
On or Before July 1	Submit your report and payment through the Unclaimed Property website.

## WHAT'S NEW

Acceptable File Types	Not Acceptable File Types
NAUPA II Files with .hrs or .txt extension	Files with .hde extension
	NAUPA I formatted reports Files with .pdf extension

### Submitting Your Report and Payment

If submitting a report electronically through a third-party provider, such as UPExchange, the payment cannot be sent electronically. The option to pay electronically is only activated when uploading a report via the State of Michigan Unclaimed Property website.

Do not submit reports on a CD or thumb drive. Reports should be submitted electronically through our [website](#) to protect privacy and security.

To make filing a negative report even easier, we have added a "Submit a Negative Report" option on our reporting page. Keep in mind that you are encouraged to submit a negative report only if you are incorporated and/or domiciled in the State of Michigan and have nothing to report. DO NOT file a zero or negative report for mutual funds with no shares or cash to report.

The screenshot shows the Michigan.gov UNCLAIMED PROPERTY website. The header includes the Michigan.gov logo, 'MICHIGAN DEPARTMENT OF TREASURY', and 'UNCLAIMED PROPERTY'. Navigation links for 'Claiming Property', 'Reporting Property', and 'About' are visible. The main section is titled 'SUBMIT A HOLDER REPORT' and contains three distinct options for users:

- I have created my NAUPA report**: For users who have already created a report and need to submit it. It includes a description and an 'UPLOAD A REPORT' button.
- I need to create a report**: For users who do not have access to reporting software and wish to create a manual report. It includes a description and an 'ENTER A MANUAL REPORT' button.
- Negative Report**: A section titled 'I have zero properties to report' for users who do not have any reportable property at the time. It includes a description and a 'SUBMIT A NEGATIVE REPORT' button.

State of Michigan Property: If the owner of the property is listed as a State of Michigan agency enter the owner's name as MI Dept of "Agency Name" (e.g., MI Dept of Transportation or MI Dept of Attorney General)

# PREPARING YOUR REPORT

## Options for Creating a Report

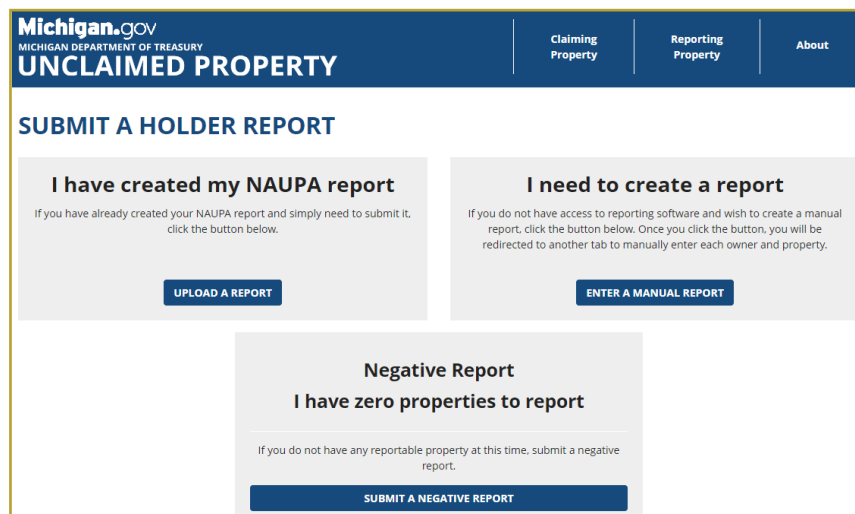
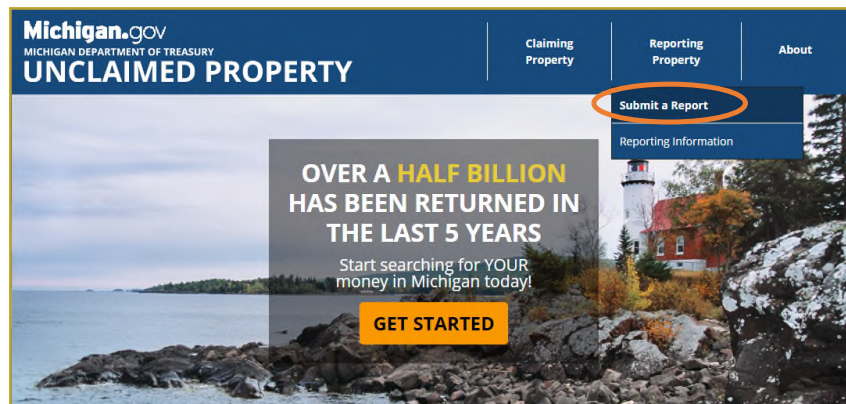
### Convert your existing file to standard NAUPA II format:

- Holder Reporting System (HRS) – a free web-based version, up to 99 properties, for converting your files.
- UPEXchange- (fees may apply) If submitting a report electronically via UPEXchange, the payment cannot be paid electronically.

**Note:** For more than 99 properties, programs are available for purchase through a variety of independent vendors.

**I need to create a report:** manual online reporting allows a holder to manually enter data to create a NAUPA II file and submit their report

**Zero/Negative Report:** I have zero properties to report.





## Uploading a NAUPA II File

**Step 1:** Go to our [website](#).

**Step 2:** Select Reporting Property, then "Submit a Report."

**Step 3:** Select Upload a Report.

**Step 4:** Complete Primary Holder Information section.

**Step 5:** Complete Report Information section.

**Step 6:** Select "Next" to upload file.

The screenshot shows the 'Enter Holder Information' step of the 'HOLDER REPORTING' process. The breadcrumb trail indicates the current step is '1. Holder Information', with '2. File Upload', '3. Preview', and '4. Summary' as subsequent steps. A 'PREV' button is on the left and a 'NEXT' button is on the right. The section is titled 'Enter Holder Information:' with a red asterisk indicating a required field. Below the title is a section for 'Primary Holder Information' with the instruction 'Please enter the following information:'. There are two input fields: '\*Holder Name:' and '\*Holder Tax ID:', both marked with red asterisks to denote they are required.

**Step 7:** Select "Add Document" to upload your NAUPA file, select "Next."

The screenshot shows the 'Upload File' step of the 'HOLDER REPORTING' process. The breadcrumb trail shows '1. Holder Information' and '2. File Upload' as completed steps, with '3. Preview' and '4. Summary' as upcoming steps. A 'PREV' button is on the left and a 'NEXT' button is on the right. The section is titled 'Upload File:'. Below the title, there is a 'SECURITY INFORMATION' section stating the site is secured by a Comodo SSL certificate. Below that is a 'SUBMISSION GUIDELINES' section with a bulleted list of requirements: file must conform to NAUPA II Standards, file extension must be .txt, .hrs, or .rpt, record lengths do not exceed 625+ CR/LF bytes, file size not to exceed 250MB, the first character of the file is the numeral '1', the last record of the file starts with the numeral '9', and the file contains no control or high-level characters. At the bottom, there is a section 'Upload This Report' with an 'ADD DOCUMENT' button, a text input field, and a 'NEXT' button.

**Step 8:** Acknowledge the disclosure and enter name, select "Submit."

The screenshot shows the 'Preview Submission' step of the 'HOLDER REPORTING' process. The breadcrumb trail shows '1. Holder Information', '2. File Upload', and '3. Preview' as completed steps, with '4. Summary' as the final step. A 'PREV' button is on the left and a 'SUBMIT' button is on the right. The section is titled 'Preview Submission:'. Below the title, there is a section 'ELECTRONIC SIGNATURE REQUIRED:' with a checkbox and the text 'I declare under penalties imposed by P.A. 29 of 1995, as amended, that I have examined this report and to the best of my knowledge it is true and complete.' Below this is a text input field labeled 'Enter/Type Name Here:'. The 'SUBMIT' button is orange and located at the bottom right.



**Step 9:** Select the “Print Summary” button to print a copy for your records.

**Step 10:** If you wish to pay electronically, click the link on the Holder Summary page. If you wish to pay electronically at a later date or to submit a check, please follow the instructions in your confirmation email.

## Creating a Manual Report

**Step 1:** Go to our [website](#).

**Step 2:** Select Reporting Property, then “Submit a Report.”

**Step 3:** Select Enter a Manual Report.

**Step 4:** Enter email address to register for a secret key, select “Register.”

**Step 5:** The secret key for this specific report will pop up on your screen. It is very important to copy this secret key and retain it; it is the only way to access your report at a later date and it cannot be recovered. Enter your email address and secret key, submit “Login.”

**Step 6:** Enter Holder Information (entity filing report), select "Save."

**MANUAL ONLINE REPORTING** Michigan.gov Unclaimed Property

**ENTER HOLDER INFORMATION**

**Holder Information**  
Please enter all required information below

**\* Holder Name:**

**\* Holder Tax ID:**

**Incorporated State:**

**Incorporated Date:**

**NAICS Code Charter:**  [Find your NAICS Code](#)

**\* Holder Address 1:**

**Holder Address 2:**

**\* Holder City:**

**\* Holder State:**

**\* Holder Zip Code:**

**\* Report Contact Name:**

[Save](#)

**Step 7:** Review entered information on Report Summary Page, select "Create A Record" to enter your first property, you will then need to create a record for each additional property.

**MANUAL ONLINE REPORTING** Michigan.gov Unclaimed Property

**REPORT SUMMARY PAGE** [Final Review](#)

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

**Summary Record:**

No. of Owners: 0	No. of Shares: 0	Amount Reported: \$0.00
No. of Properties: 0	No. of Shares Due: 0	Amount Due: \$0.00
No. of Tangibles: 0		

**Holder Info:** [Edit Holder](#)

<b>Holder Name:</b> Reporting Company Business Name	<b>Holder Tax ID:</b> 987654321	<b>Contact Name:</b> Person Completing Online Report
<b>Contact Address 1:</b> Report Contact Address	<b>Contact City:</b> Dimondale	<b>Contact State:</b> MI
<b>Contact Zip:</b> 48909	<b>Contact Phone:</b> (111) 111-1111	<b>Contact Email:</b> Name@Example.com

There are currently 0 records created. To create an owner record, please click "Create A Record".

[Create A Record](#)

**Step 8:** Complete owner information, this is the owner(s) of the reported property, select “Save.”

**Step 9:** Verify all entered owner information, select “Add Property.”

- The Owner is the Business/Person to which the item belongs
- You are only required to add information in the fields with the red \* but are encouraged to provide as much additional information you have for the owner
- If the reported owner information is insufficient for positive identification, the claimants will be directed to contact the holder for verification of ownership
- The SSN field must contain 9 numbers or be left blank, if it is unknown. Spaces or other characters are not valid entries in this field
- If you have more than one Owner for this property such as Joint/And/Or/Beneficiary, select Add New Owner to Record

**Step 10:** Select "Add New Property."

- Select Add New Property

MANUAL ONLINE REPORTING

Michigan.gov  
Unclaimed Property

Logout

◀ Edit Owners

PROPERTY

Go to Report Summary ▶

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Add New Property \*Adds a Property to the Owner Record

**Step 11:** Enter property information, select "Save."

MANUAL ONLINE REPORTING

Michigan.gov  
Unclaimed Property

Logout

◀ Edit Owners

PROPERTY

Go to Report Summary ▶

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Property Information

Please enter the following information to add a property to this record

\* Property Type: ①  
MS06 - Unidentified Remittances

\* Starting Transaction Date: ②  
3/31/2019

\* Amount Reported:  
\$150.00

Interest Rate:

Account Number:

Check Number:

Description:  
Description of the type of property being reported

Cancel Save

Summary Record:

# of Owners: 1	Amount Reported: \$0.00
# of Properties: 0	Amount Due: \$0.00
Primary Owner: Jane Smith	No. of Shares: 0
	No. of Shares Due: 0

**Step 12:** Verify all entered property information, select "Go to Report Summary."

**Step 13:** If applicable, repeat steps 7-12 to create additional record(s), select "Create a Record."

**Step 14:** Once all records have been created, select "Final Review."

- Please add any additional information that can help us verify ownership

MANUAL ONLINE REPORTING Michigan.gov Unclaimed Property

Logout

← Edit Owners PROPERTY Go to Report Summary ▶

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
1	MS06	\$150.00	\$150.00	N/A	N/A	Edit

MANUAL ONLINE REPORTING Michigan.gov Unclaimed Property

Logout

REPORT SUMMARY PAGE Final Review ▶

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

Summary Record:

No. of Owners: 1	No. of Shares: 0	Amount Reported: \$150.00
No. of Properties: 1	No. of Shares Due: 0	Amount Due: \$150.00
No. of Tangibles: 0		

Holder Info: Edit Holder

Holder Name: Reporting Company	Holder Tax ID: 987654321	Contact Name: Person Completing Online Report
Contact Address 1: Report Contact Address	Contact City: Dimondale	Contact State: MI
Contact Zip: 48909	Contact Phone: (111) 111-1111	Contact Email: Name@Example.com

Create A Record

Record # 1 Delete

Owners: Add / Edit Owners

Owner	Owner Name	Owner Address	Relationship Code
Primary	Jane Smith	Last Known Address	P

Properties: Add / Edit Property

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due
1	MS06	\$150.00	\$150.00	N/A	N/A

**Step 15:** Review Summary page, check all boxes in "Step 1", select "Submit" in step 4.

**Step 16:** Select the "Print Summary" button to print a copy for your records.

**Step 17:** If you wish to pay electronically, click the link on the Holder Summary page. If you wish to pay electronically at a later date or to submit a check, please follow the instructions in your confirmation email.

**Step 18:** Select "Done."

**MANUAL ONLINE REPORTING** Michigan.gov Unclaimed Property

Logout

Back to Report Summary SUMMARY

You will not be able to return to edit your report once the file is submitted.

**PLEASE REVIEW YOUR SUBMISSION:**

STEP 1: Check each of the boxes to confirm that the summary record reflects the records included in your submission.

**Summary Record:**

<input checked="" type="checkbox"/> No. of Owners: 1	<input checked="" type="checkbox"/> No. of Shares: 0	<input checked="" type="checkbox"/> Amount Reported: \$150.00
<input checked="" type="checkbox"/> No. of Properties: 1	<input checked="" type="checkbox"/> No. of Shares Due: 0	<input checked="" type="checkbox"/> Amount Due: \$150.00
<input checked="" type="checkbox"/> No. of Tangibles: 0		

STEP 2: Please review your holder information.

**Holder Info:**

Holder Name: Reporting Company	Holder Tax ID: 987654321	Contact Name: Person Completing
Business Name		Online Report
Contact Address 1: Report Contact	Contact City: Dimondale	Contact State: MI
Address		
Contact Zip: 48909	Contact Phone: (111) 111-1111	Contact Email: Name@Example.com

STEP 3: This step is optional. You may download a copy of your NAUPA file. You will not need to submit this copy to the state. This copy is for your records.

Download NAUPA File

STEP 4: Click 'SUBMIT' to file your report. You will not be able to return to edit your report once the file is submitted.

Submit

**Record # 1**

**Owners:**

Owner	Owner Name	Owner Address	Relationship Code
Primary	Jane Smith	Last known Address	IP

**Properties:**

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due
1	M505	\$150.00	\$150.00	N/A	N/A

**MANUAL ONLINE REPORTING** Michigan.gov Unclaimed Property

Note: This is your last opportunity to print a summary for your records. X

**FINAL REVIEW** Done

Report Successfully Submitted For Processing  
If we are unable to accept your submitted report, our Holder Reporting Team will contact you.

Print Summary

**IMPORTANT!** You will receive a submission confirmation email containing payment instructions. We strongly recommend you print the email, as well as the attachment, for your records.

If you wish to pay electronically now, please click [HERE](#). If you wish to pay electronically at a later date or to submit a check, please follow the instructions in your confirmation email.

Please click "Print Summary" to retain a copy of this page for your records.

**Summary Record:**

No. of Owners: 1	No. of Shares: 0	Amount Reported: \$150.00
No. of Properties: 1	No. of Shares Due: 0	Amount Due: \$150.00
No. of Tangibles: 0		

**Holder Info:**

Holder Name: Reporting Company	Holder Tax ID: 987654321	Contact Name: Person Completing
Business Name		Online Report
Contact Address 1: Report Contact	Contact City: Dimondale	Contact State: MI
Address		
Contact Zip: 48909	Contact Phone: (111) 111-1111	Contact Email: Name@Example.com

## Creating a Zero/Negative Report

**Step 1:** Go to our [website](#).

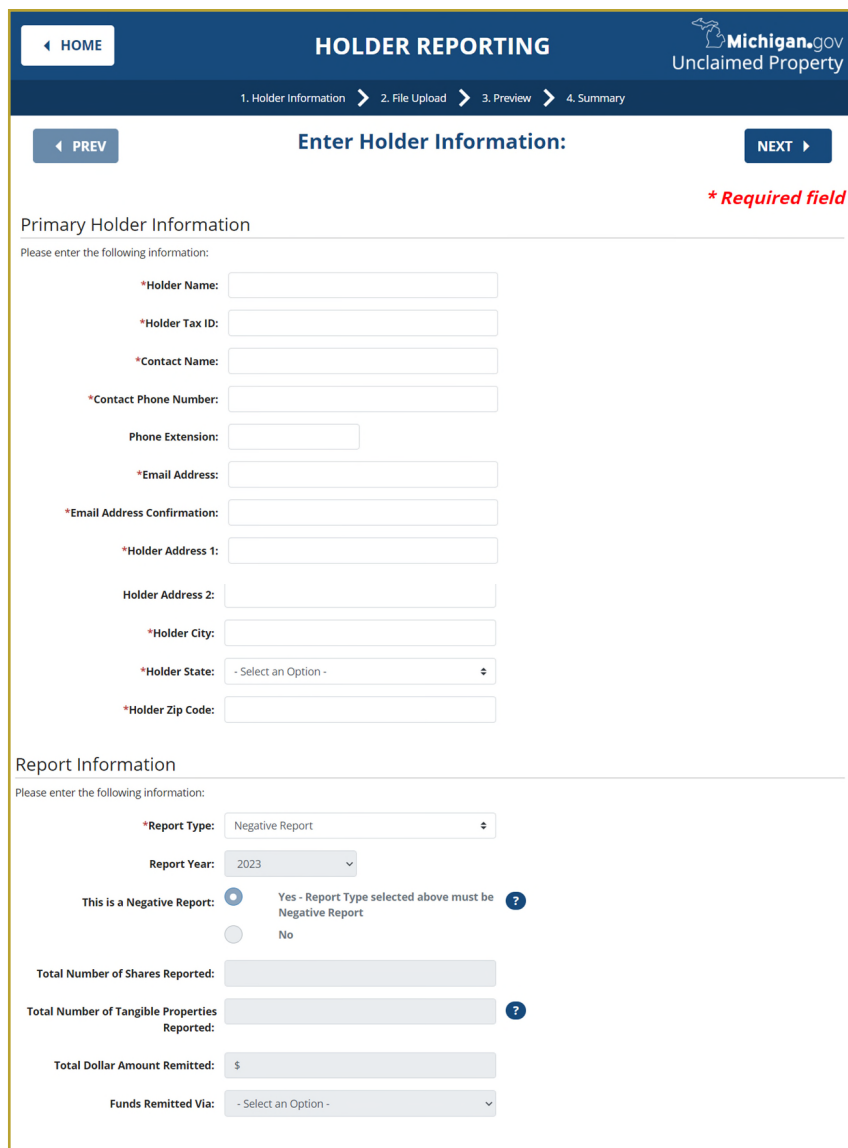
**Step 2:** Select Reporting Property, then "Submit a Report."

**Step 3:** Select "Submit a Negative Report."

**Step 4:** Complete Primary Holder Information section.

**Step 5:** Complete Report Information section.

**Step 7:** Select "Next" to preview submission.



The screenshot shows the 'HOLDER REPORTING' form on the Michigan.gov website. The form is titled 'Enter Holder Information:' and includes a progress bar at the top with steps: 1. Holder Information, 2. File Upload, 3. Preview, and 4. Summary. The form is divided into two main sections: 'Primary Holder Information' and 'Report Information'. The 'Primary Holder Information' section contains fields for Holder Name, Holder Tax ID, Contact Name, Contact Phone Number, Phone Extension, Email Address, Email Address Confirmation, Holder Address 1, Holder Address 2, Holder City, Holder State (a dropdown menu), and Holder Zip Code. The 'Report Information' section contains fields for Report Type (a dropdown menu), Report Year (a dropdown menu), This is a Negative Report (radio buttons), Total Number of Shares Reported, Total Number of Tangible Properties Reported, Total Dollar Amount Remitted, and Funds Remitted Via (a dropdown menu). A red asterisk indicates required fields. A yellow arrow points from the text 'Step 7: Select "Next" to preview submission.' to the 'NEXT' button in the top right corner of the form.

**HOLDER REPORTING** Michigan.gov Unclaimed Property

1. Holder Information > 2. File Upload > 3. Preview > 4. Summary

**Enter Holder Information:**

**Primary Holder Information** \* Required field

Please enter the following information:

\*Holder Name:

\*Holder Tax ID:

\*Contact Name:

\*Contact Phone Number:

Phone Extension:

\*Email Address:

\*Email Address Confirmation:

\*Holder Address 1:

Holder Address 2:

\*Holder City:

\*Holder State:

\*Holder Zip Code:

**Report Information**

Please enter the following information:

\*Report Type:

Report Year:

This is a Negative Report: ☒ Yes - Report Type selected above must be Negative Report ☐ No

Total Number of Shares Reported:

Total Number of Tangible Properties Reported:

Total Dollar Amount Remitted:

Funds Remitted Via:



**Step 8:** Acknowledge the disclosure and enter name, select "Submit."

The screenshot shows the 'HOLDER REPORTING' interface on Michigan.gov. The breadcrumb trail is: 1. Holder Information > 2. File Upload > 3. Preview > 4. Summary. The 'Preview Submission' section contains an 'ELECTRONIC SIGNATURE REQUIRED:' section with a checkbox and a declaration: 'I declare under penalties imposed by P.A. 29 of 1995, as amended, that I have examined this report and to the best of my knowledge it is true and complete.' Below this is a text input field labeled 'Enter/Type Name Here:'. A yellow 'SUBMIT' button is in the bottom right corner.

**Step 9:** Select the "Print Summary" button to print a copy for your records.

The screenshot shows the 'Holder Summary - MICHIGAN' page. The breadcrumb trail is: 1. Holder Information > 2. File Upload > 3. Preview > 4. Summary. The page features a green success banner with a checkmark icon and the text: 'Report Successfully Submitted for Processing'. To the right of the banner is a yellow 'PRINT SUMMARY' button. Below the banner, there is a message: 'If we are unable to accept your submitted report, our Holder Reporting Team will contact you.' followed by an 'IMPORTANT!' notice: 'You will receive a submission confirmation email containing payment instructions. We strongly recommend you print the email, as well as the attachment, for your records.' At the bottom, there is a link: 'If you wish to pay electronically now, please click HERE. If you wish to pay electronically at a later date or to submit a check, please follow the instructions in your confirmation email.'

## GENERAL INFORMATION

### Reporting Format

Reports must be in the National Association of Unclaimed Property Administrators (NAUPA II) electronic reporting standard format. Reports received in the wrong format cannot be processed, will be returned to the holder, and will not be considered timely filed.

### Report and Remit Payment

The total amount reported must equal the amount of remittance. You may either make an ACH Debit payment or mail a check payable to "MI Dept of Treasury-Unclaimed Property" to:

MI Dept of Treasury-Unclaimed Property  
PO Box 30756  
Lansing MI 48909

Reference your entity's FEIN on the remittance check.

Please note, if submitting a report electronically via UPEXchange, the payment cannot be paid electronically. This can only be done when submitting the report electronically via the State of Michigan Unclaimed Property website.

### Notice to Owners - Due Diligence

Michigan law requires holders to send written notice to the last known address provided by the owner if the following conditions exist:

1. The address for the owner appears to be accurate.
2. The property has a value of \$50 or more.
3. The statute of limitations does not bar the claim of the owner

Written Notice:

- Must advise the owner their property will be transferred into State custody if a response is not received.
- Must provide owner with a deadline date to contact holder to prevent the funds from being reported.
- Must be sent not less than 60 days, nor more than 365 days, before the filing of the report.

See [Appendix C](#) for samples of due diligence letters.

### Mail Not Returned by Post Office

Mail not returned to the holder by the post office does not, by itself, qualify as contact with the owner or activity on the account. It is the responsibility of the holder to perform additional due diligence.

When reviewing records for unclaimed property, look for the last documented communication or other contact with the owner or the last debit or credit generated by the owner on any account. Other methods of verifying the whereabouts of owners are:

1. Cross-referencing records to show that the individuals have other active accounts within the organization.

2. Signed W-9 forms, change of address notices, or other correspondence from customers that prove they are aware the property exists.

## Incomplete Reports

Check the report before submitting it to ensure all requested information has been provided. An incomplete report is not considered filed timely.

## Early Reporting

Michigan's Unclaimed Property Act allows a holder to report and remit property after two years of dormancy.

## Dissolved Businesses

Holders that have dissolved operations may report properties due at the close of business without waiting until the normal dormancy period has expired.

## Fines and Penalties

Every holder is required to file and remit property within the time prescribed. Any holder who fails to file a report of unclaimed property may be subject to the following fines and penalties as provided in the Uniform Unclaimed Property Act, Public Act 29 of 1995 (Michigan Compiled Law (MCL) 567.221 et seq.):

- An entity failing to pay or deliver property within the time prescribed by the Act shall pay interest at the current monthly rate of one percentage point above the adjusted prime rate, per year, per month, on the property or value of the property, from the date the property should have been delivered.
- An entity willfully failing to render any report or perform other duties required under the Act shall pay a civil penalty of \$100 for each day the report is withheld, or the duty is not performed, but not more than \$5,000.
- An entity willfully failing to pay or deliver property to the administrator, as required under the Act, shall pay a civil penalty equal to 25 percent of the value of the property that should have been paid or delivered.
- An entity willfully refusing, after written demand by the administrator, to pay or deliver property to the administrator, as required under the Act, is guilty of a misdemeanor and, upon conviction, may be punished by a fine of not less than \$500, nor more than \$25,000, or imprisonment for not more than six months, or both.

## Audits

Under the Michigan Uniform Unclaimed Property Act, the Michigan Department of Treasury has authority to examine the books/records of entities, their subsidiaries and affiliates, to determine whether they are compliant with the Act. The examination will relate to all property subject to escheat under the Act, spanning the previous ten reporting years.

## Voluntary Disclosure

Treasury offers an opportunity for holders, not under audit, to avoid penalty and interest charges

on past due property remitted through the Voluntary Disclosure Program. Entities that would like to become compliant with the Act may request entrance into this Program by filing a *Michigan Unclaimed Property Voluntary Disclosure Agreement* (Form 4869). If the request is approved, the holder will be notified in writing of their requirement to accurately complete and file unclaimed property reports, to remit payments for the current reporting year and the previous four reporting years, and to remain current going forward by filing an annual report each year.

## Filing for Holder Refunds

Holders may reimburse the customer or reactivate an account and file with UP for a reimbursement. It is imperative that the request for refund be submitted in a timely manner to ensure that the funds are still available. To expedite, requests can be uploaded to claim #97777 on our secure website. This is a default claim number; your request will be assigned a unique number after it is reviewed. The requirements for obtaining a refund are:

Completing and filing *Michigan Holder Request for Refund* (Form 3165). The form must be notarized. The form must indicate whether the property was reported in error, or the owner has been reimbursed.

- Duplicate Payment - Holders should provide proof or explanation of how the error was made.
- Reimbursement - Attach proof of payment for each owner paid and listed on the holder refund form (a copy of the cleared item like original cashier's check with the endorsement of the owner or proof that the account was reactivated).

Please Note: After property is reported and remitted in good faith to the Michigan Department of Treasury, the holder is no longer responsible for payment to the owner. If a holder submits a request for refund and the property is returned back to the holder, the liability for payment is transferred back to the holder as well.

## REPORTING SPECIFIC PROPERTY

### Who Maintains Liability

Michigan's Unclaimed Property Act has identified several types of property that are not required to be included in a holder's annual report. However, the Act does **NOT** release holders from the liability of these funds. This means that holders choosing to not report these properties must maintain a record of the liability and are obligated to reimburse the property owners when they approach the holder for reimbursement. Many holders voluntarily include these items in their annual reports in order to clear them from their books and transfer liability to the State of Michigan.

The following properties are not required to be reported as unclaimed property:

- Properties with a value of \$25.00 or less, with the exception of dividends or stock-related properties.
- Wages of \$50.00 or less that remain unclaimed by the owner for more than 1 year after becoming payable.
- With the exception of outstanding checks or similar instruments, amounts due between two or more active businesses.
- Gift certificates, gift cards or credit memos which do not expire in less than 5 years and do not charge inactivity fees.

## Uncashed Checks

Most unclaimed property holders have uncashed checks. The period of abandonment for these items varies from one to three years and begins on the date of the last contact with the payee, which in most cases is the date the check was issued.

Below are the property types and dormancy periods which describe the more common types of unclaimed checks and the additional information the holder should provide.

Property Types	Field Descriptions	Dormancy Period	Additional Information
Cashier's Check	CK01	3 years	Two owners; purchaser and payee (remitter and payee)
Wages	MS01	1 year	Dates of employment
Commissions	MS02	1 year	Dates of employment
Customer Overpayment	MS05	3 years	Account number
Municipal Utility Refunds	UT03	1 years	Service address, account number
Non-municipal Utility Refunds	UT03	3 years	Service address, account number
Certificate of Deposit Interest Checks	CK16	3 years	CD account number
Refunds Due	MS11	3 years	Account number
Payments for Goods or Services,	MS04	3 years	Invoice number
Vendor Checks	CK13	3 years	Invoice number
Pension Checks	CK11	3 years	Employer name if different from reporting holder
Escrow Accounts Held by Title Company	TR04	3 years	File number, property address
Insurance Claim Checks-Individual Claim Checks	IN01-	3 years	Claim number, name of insured, policy number (if death benefit, list beneficiary as owner)
Insurance Claim Checks-Group Claim Checks	IN02	3 years	Claim number, employer name, policy number (if death benefit, list beneficiary as owner)

## Financial Institutions

### **Certificates of Deposit (CDs)**

The dormancy period for a matured CD is three years. The dormancy begins the day after the first maturity of the certificate (i.e., the day after the end of the first term). Thus, CDs must be reported three years from the date the owners were first able to recover funds without penalties.

### **Automatically Renewable CDs**

An automatically renewable CD is considered unclaimed after 15 years. The 15-year dormancy period begins at the first maturity in the absence of depositor contact. For example, in the absence of depositor contact, the dormancy period of an automatically renewable two-year account issued in April 2006 would begin in April 2008. The account would be renewed every two years until the 15-year dormancy period was reached in 2023.

Do not report an account until after the period during which there are owner penalties for early withdrawal has expired. If owner contact is established during renewal term, the dormancy period will run from the date of such contact.

### **IRAs, Keoghs, and 401K Plans**

The three-year dormancy period begins at the point when an IRA (Individual Retirement Account), Keogh or 401K account becomes mandatorily distributable under the terms of the account or plan.

### **Custodian Accounts**

Accounts held in trust for a minor or accounts opened under the Uniform Gift to Minors Act (MCL 554.451 et seq.) are considered unclaimed after three years. Accounts held under the Uniform Gift to Minors Act (UGMA), the minor should be listed as the UGMA owner and the adult should be listed as the custodian.

**Reminder:** If deposit owners have other active accounts with a financial institution or the financial institution has documented contact with deposit owners, do not report the inactive accounts.

### **Personal Trust Property**

Trust properties should list the name of the trust as the primary owner.

### **Health Savings Accounts**

The dormancy period for Health Savings Accounts is three years after the account is abandoned. Each Health Savings Plan has unique program specifications that identify when the account is considered abandoned.

### **Education Savings Accounts**

The dormancy period for Education Savings Accounts is three years after the account is abandoned. Each Education Savings Account has unique program specifications that identify when the account is considered abandoned.

## Governmental Agencies/Authorities, Public Schools, Courts

The dormancy period is one year for any type of unclaimed property held by a court, state, municipality, or other government, governmental subdivision or agency, public corporation, or public authority. Note that public schools, public colleges and public universities are considered governmental entities. Bonds issued by government agencies and entities are also included in this category.

## State of Michigan Property

If the owner of the property is listed as a State of Michigan agency enter the owner name as MI Dept of "Agency Name" (e.g., MI Dept of Transportation or MI Dept of Attorney General)

## Escrow Funds Reported by Title Companies

Escrow accounts are considered unclaimed after three years.

Escrow balances include accounts where money is held because of the nonperformance of the conditions of the escrow agreement. In transactions involving earnest money, both the buyer and seller have an undivided interest in the entire amount. Both the buyer and seller are considered the owners, and both should be listed on the report. Report the person who placed the money in escrow, as primary owner; list the other parties as additional owners.

If the contract stipulates that the seller may claim the funds under specific conditions and documenting evidence in your file indicates that those conditions exist, the seller is considered the owner and is listed as such on the report. The buyer is not considered an owner in this instance and should not be listed on the report.

If the holder has contact with one party, but a release cannot be secured from the other party, report the funds three years from the date of last contact with the missing party or date of scheduled closing.

## Other Escrow Funds

Report amounts placed in escrow at closing in the name of the party who provided the funds. For example, part of a seller's payoff is held to ensure all taxes are paid and repairs are complete. Once these conditions are met, if the funds remain unclaimed, report the seller's name as the owner of the funds. The buyer is not entitled to the funds and should not be listed on the report.

## Abandoned Vehicles Auction Proceeds

Net proceeds from the sale of abandoned vehicles in accordance with Section 252g of the Michigan Vehicle Code (Public Act 300 of 1949) are to be escheated to UP. The holder (police department) shall report and remit payment together with a copy of the completed **Michigan Department of State Form TR-52** (Abandoned Vehicle Bill of Sale).

## Gift Certificates/Gift Cards

A gift certificate or gift card that does not charge an inactivity fee and either does not expire or has an expiration date greater than five years is not subject to escheat. All other gift certificates or gift cards should be reported after three years of dormancy.



## Cryptocurrency

The dormancy period for cryptocurrency is three years. The dormancy period begins on the day of the last transaction or the day the owner last logged into their account. To report these accounts, they must be liquidated and reported as cash using property type code "MS17".

## Insurance-Related Property

Insurance-related property is considered unclaimed after three years. Unclaimed insurance properties must be assigned the correct property type codes. The choice of codes is important because it determines what kind of information will be required from claimants. Review the following list to determine which code to use. Each property type describes what information is required when remitting these funds.

Property Types	Field Descriptions	Additional Information
Individual policy benefits or claim payments	<b>IN01</b>	Provide name of insured, policy number, and claim number if applicable.
Group policy benefits or claim payments excluding death benefits	<b>IN02</b>	Provide employer names and policy numbers and claim numbers if applicable.
Death benefits on individual or group policies	<b>IN03</b>	Provide name of insured, names of all beneficiaries, policy number, claim number and date of birth of insured, if known. Beneficiaries must be reported with the applicable relationship code of primary beneficiary ("BF") or, if applicable, contingent beneficiary ("BC"). If no beneficiary is on file, report the estate of the insured as the primary beneficiary.
Proceeds from matured policies, endowments, or annuities	<b>IN04</b>	Provide policy number and name of insured.
Premium refunds on individual policies	<b>IN05</b>	Provide policy number and name of insured.
Unidentified remittance or premium payments	<b>IN06</b>	Provide any information available; report owner's name as "unknown".
Other amounts due under policy terms	<b>IN07</b>	All other insurance-related property not described above. Provide a complete description of the property.
Agent credit balances	<b>IN08</b>	Provide Social Security number (SSN) of agent and dates of employment.
Aggregate properties under \$50	<b>IN99</b>	Provide separate detailed list of owner names and amounts due each owner.

## REPORTING TANGIBLE PROPERTY

### Safe Deposit Boxes or Safekeeping Property

Report all tangible unclaimed property with an unknown or missing owner after three years. The three-year dormancy period begins on the date of the last contact with the property owner. In the case of a safe deposit box or other depository, the dormancy period begins after the lease or rental period has expired.

Electronic submission is preferred when reporting safe deposit box contents, safekeeping, and other tangible property. **Do not combine tangible property on the same report with intangible property, such as checking or savings accounts.**

### Safekeeping and Other Tangible Property

Safekeeping items (not safe deposit contents) may be items being held for an owner whose whereabouts is unknown or for a deceased person's heirs. Items may include personal property from a prisoner or personal effects from a hospital patient. Unclaimed property may also include items being held as collateral or as a convenience for a customer. It might include stock certificates, insurance policies, deeds, wills, or tangible items like a ring or silver tea set. **Do not** value safekeeping items on the report.

Use one of these two property type codes for this kind of tangible property:

**SD02** Safekeeping

**SD03** Other tangible property

### Safe Deposit Box Contents

Many safe deposit boxes are empty when drilled. To avoid unnecessary work, holders are encouraged to drill the boxes before preparing their report. **Do not report empty boxes.** The property type code for safe deposit boxes is "SD01."

### Preparing Inventory for Safe Deposit Boxes and Other Tangible Property

Describe each safekeeping item and the contents for each owner using *Report of Unclaimed Property Safe Deposit Boxes* (Form 3167) or an authorized bank or business inventory form. Include two copies of the inventory form for each owner's contents (original copy with each owner's contents and one copy attached to the Submission Confirmation Page. Be certain to complete **all** entries on the form so contents can be recorded properly. UP encourages holders to keep a copy of the inventory for their records in case the owner should contact them.

When completing the itemized description of contents, list each item legibly according to these categories in bullet form (do not list in a paragraph format):

Categories	Description
Papers of Value	Important and/or legal documents need to be listed on the inventory sheet and submitted.
Securities	Include descriptions of stocks, bonds, and other securities (e.g., the registered owner's name, issuing company, number of shares, etc.).
Cash	List coins by denomination and list number of coins. Everyday currency used in daily transactions should be converted to a bank cashier's check payable to "MI Dept of Treasury – Unclaimed Property" Submit the cashier's check with the report, do not enclose it with the contents. Note on the inventory sheet that the cash has been converted to a check. Unusual or distinctive currency must be remitted with the rest of the box's contents. Replacement of unusual or distinctive coins and currency with similar face value coins and currency is not acceptable.
Jewelry	When describing jewelry or loose stones, describe the gems by color (e.g., gold tone ring with small blue stone).
Other Miscellaneous Items	Include other property not included in the above categories (e.g., baseball cards, gold/silver ingots, stamp collections, nostalgic / historical items, etc.).

Examples of property UP **will** accept are:

- Money (coins, coin collections, currency)
- Jewelry (costume or valuable)
- Antiques, rare items (in good condition)
- Silver and/or gold items (gold tooth crowns)
- Miscellaneous items (stamp and sports card collections, medallions, money clips)
- Tool sets or power tools in reasonable and working condition
- Electrical equipment (working units determined saleable)
- Papers including, but not limited to: life insurance policies, legal documents (e.g., birth, adoption, or death records, court papers; mortgage papers; abstracts), trust papers, wills, power of attorney, funeral agreements, cemetery contracts or receipts, deeds, purchase agreements for land, title insurance, checking or savings books with a balance, uncashed checks, original travelers checks or money orders, certificates of deposit, loan papers, lien documents, pawn shop tickets, military records, identification documents, social security cards, passports, voter registration cards, immunization records, diplomas, vehicle titles, tax returns, business documents (including electronic media), partnership agreements, contracts, promissory notes, personal correspondence, pictures, nostalgic/historic papers

Examples of property UP **will not** accept are:

- Clothing
- Toiletries, personal care items, dentures (unless they contain gold fillings), scissors
- Any food or alcoholic beverages, cigarettes
- Loose tools or keys
- Fireworks, explosives
- Broken glass or other unusable items (excludes jewelry, metals or items with value)

- Weapons of any type, including guns or ammunition (turn these over to the local authorities)
- Controlled substances (turn these over to the local authorities)
- Drug paraphernalia (drugs, pipes, needles, etc.) (turn these over to the local authorities)
- Used toy cap guns, balls, etc., that have a value less than cost of sale
- Incidental items (paper clips, rubber bands, scrap paper, etc.)
- Purses (not antique) or wallets (excluding important papers)
- Inconsequential Papers (e.g., credit cards, blank checks, empty envelopes, homeowners and car insurance policies)
- Cremated remains

Items that will not be accepted or that are believed worthless may be disposed. **Do not** list disposed items on the inventory sheet.

### **Packaging Safe Deposit Boxes and Other Tangible Property for Shipment to Treasury**

As a safety precaution, any items of value that are covered with bodily fluids **must be cleaned** before packaging for shipping to Treasury.

When shipping glass or fragile items, protect contents with packaging materials sufficient for safe transport. **Do not** ship coins in glass containers.

If everyday currency used in daily transactions has been converted to a bank cashier's check payable to "MI Dept of Treasury – Unclaimed Property" **do not** enclose it with the contents. Note on the inventory sheet that the cash has been converted to a check and attach the cashier's check to the report.

Place each owner's contents in an individual envelope. Label each envelope with the owner's name and box number (if a safe deposit box). Place the original **typed** inventory sheet inside the corresponding envelope. Attach a copy of the inventory to the report.

Place the labeled envelopes in a shipping container. Label the outside of each container with the box numbers contained within (e.g., Bag 1 of 3 - Boxes 210,515, 600; Bag 2 of 3 - Box 615, 700, 725; Bag 3 of 3 - Box 726, 890, 920).

### **Report Requirements**

Tangible unclaimed property reports may be created or uploaded using the Unclaimed Property [website](#). This may be done in one of two ways:

Create your report on the Unclaimed Property website -or- upload your report made using third party vendor software. All safekeeping reports will use the **property type codes** of SD01, SD02 or SD03.

If uploading a file made using a third-party vendor software, please note the following:

- If prompted for a **safekeeping type code**, use HD01
- Enter "see holder inventory list" in the description field. **DO NOT** list individual safekeeping items in this field. The inventory sheets included with each property are the **ONLY** place safe deposit box contents and safekeeping property should be itemized.
- Do not value safekeeping items.

Your shipment to Treasury should include the following:

1. Submission Confirmation Page received when the report file was uploaded.

2. *Inventory Report of Unclaimed Property: Safe Deposit Box Contents* (Form 3167) **or** an authorized bank or business inventory form (one copy attached to submission confirmation page and one original copy with each owner's contents).
3. Bank cashier's check payable to "MI Dept of Treasury – Unclaimed Property" if everyday currency used in daily transactions has been converted.

Please note: Liability for reported tangible property does not transfer to Unclaimed Property until the shipment has been received. In order to ensure secure delivery, courier service is recommended when property has significant value (holders must contact UP to confirm a delivery date or when sending a large shipment). Property with a smaller value may be sent via Federal Express or United Parcel Service (UPS). Do not send tangible property by U.S. Mail. Following is the mailing address for Federal Express, UPS, or Armored Truck deliveries **(do not use this address for U.S. Mail deliveries)**:

MI Dept of Treasury-Unclaimed Property  
7285 Parsons Drive  
Dimondale MI 48821  
517-636-6940

Keep a copy of the inventory sheets and the report for business records.

## REPORTING SECURITIES AND SECURITIES-RELATED CASH

### Reporting Format

Electronic submission is preferred when reporting securities or securities-related cash. See "[Preparing Your Report](#)," for instructions.

### General Rules for Reporting

It is very important that these instructions are followed when submitting a report and securities to UP so receipt can be verified. Observe the following rules:

1. **Do not report and remit worthless securities.** "Worthless security" means a security whose current price multiplied by the number of shares to be reported does not clear at least 2 cents. If worthless securities are reported, your report may be rejected and considered not received timely. A previously worthless security becomes reportable if at any point it regains value.
2. Provide each issue's Committee on Uniform Securities Identification Procedures (CUSIP) number.
3. Although the securities will be transferred to a different location, they must be transferred at the same time the report and cash are submitted to UP. Proof of transfer or the original stock certificates for those shares not being delivered via Depository Trust Company (DTC) must be sent to UP with a copy of the report's Summary Page. See "**Stock Registration**," below.
4. All the amounts of the same property type (e.g., four quarterly dividend payments) **due to a single owner** during the applicable reporting period should be listed as only one property on the report. Provide the ending date through which the amounts were payable. Do not report dividends **due to multiple owners** in one property. These should be listed individually.
5. If reporting bearer bonds or unclaimed interest on the bonds, list the owners of the properties as "unknown." Provide complete descriptions of the bonds in the applicable fields or boxes. Descriptions must include the issue name, series, bond number, and all outstanding coupon numbers.
6. When reporting dividends, list the stock issues in the description fields or boxes, and the ending date through which the dividend(s) were payable in the starting transaction date fields or boxes. If reporting dividends received in nominee name, list the nominee's name as the owner of the property.
7. Provide the amounts and issue names of any outstanding shares (e.g., still in the possession of the shareholders) when reporting underlying, unexchanged, unredeemed, or unsurrendered shares.
8. If remitting underlying shares or undelivered shares returned by the post office (RPO shares), or both, combine all shares of the same issue and class. The report, however, must reflect the number of underlying shares and the number of shares which are RPO, separately, for each of the owners.
9. **Do not** file a zero/negative report for mutual funds with no shares or cash to report.

## Determining What Property to Report

The dormancy period for securities and securities-related cash is three years. The shares of stock should be escheated if the following two conditions apply:

1. The shareholder, for more than three years, has not claimed a dividend, distribution, or other sum payable, or has not communicated in writing with the holder.
2. The holder does not know the location of the shareholder at the end of the three-year period.

The return of official shareholder notifications or communications by the postal service as undeliverable is one form of evidence the holder does not know the location of the shareholder. Other forms of evidence may include no response to due diligence correspondence or no owner-initiated activity on the account during the previous three years.

At the time the shares of stock are escheated, any dividend, distribution, or other sum held for or owing to the shareholder should also be escheated.

## Property Type Codes and Property Descriptions

Assign a property type code to each property listed on your report. The choice of codes is important because it determines what kind of information is required of a claimant. Below are some of the more frequently used security-related codes and the information the holder should provide. See [Appendix A](#), for a complete list.

Property Types	Field Descriptions	Additional Information
Dividends	SC01	Include the issue name of the security in the Description field.
Registered Bond Interest (Corp.)	SC02	This code is used only for registered bond interest due an owner of a registered corporate security. <b>Do not</b> use this code to report interest paid on a bearer bond. Use the "SC07" code for interest paid on bearer bond.
Registered Bond Principal (Corp.)	SC03	This code is used only for registered bond principal due an owner of a corporate-issued bond. Do not use this code to report principal paid on a bearer bond. Use the "SC07" code for principal paid on bearer bond.
Municipal Bond Principal and Interest	SC07	List the owner as "unknown" if reporting a bearer bond. Provide a complete description, including issue name, series, bond number, and all outstanding coupon numbers. Also provide the total cash amount of unclaimed interest and principal in the Cash Amount Remitted field.
Shares of Stock (Returned by P.O.)	SC08	These shares are normally the result of a stock split or stock dividend. Include the issue name of the security in the Description field.
Cash for Fractional Shares	SC09	Provide the issue name of the security in the Description field or box. <b>Do not</b> report liquidation proceeds under this code. Use the "SC13" code for liquidation proceeds.



Property Types	Field Descriptions	Additional Information
<b>Unexchanged Stock of Successor Corp.</b>	<b>SC10</b>	<p>Unexchanged shares resulting from a merger or buy-out. Provide the number of shares of the successor corporation in the Shares Remitted field. These are the shares that will be remitted to UP with the report. Indicate the issue name of the successor corporation's stock and the unexchanged stock in the Description field.</p> <p><b>Example:</b> XYZ Corporation merged into ABC Corporation.</p> <p>One share of XYZ is exchangeable for ¼ share of ABC. An owner fails to exchange 100 shares of XYZ.</p> <p>The 25 shares of ABC (unexchanged) are outstanding and presumed to be in the possession of the owner.</p> <p>If there is a claim, UP will request the 100 unexchanged shares of XYZ from the owner before releasing the 25 shares of ABC.</p>
<b>Underlying Shares or Other Outstanding Certificates</b>	<b>SC12</b>	<p>The shares are presumed to be in the possession of the shareholder. The certificates must be canceled on the books of the issuer and reissued to the State Treasurer. Provide the issue name and number of underlying shares held by the owner. Report all cash and stock dividends payable on the underlying shares as of the date of remittance.</p>
<b>Funds for Liquidation/ Redemption of Unsurrendered Stock or Bonds</b>	<b>SC13</b>	<p>Liquidation or redemption proceeds (cash only). List the issue name of the liquidated security and number of shares presumed to be in the possession of the shareholder in the Description field. <b>Do not</b> complete the Shares Remitted field. Provide the total cash amount due each shareholder in the Cash Amount Remitted field.</p>
<b>Mutual Fund Shares</b>	<b>SC16</b>	<p>Indicate the name of the mutual fund in the description field or box. <b>Do not</b> report liquidation proceeds under this code. Use the "SC13" code for liquidation proceeds.</p>
<b>Credit Balances</b>	<b>SC20</b>	<p>Sweep accounts, credit balances, outstanding checks for closed accounts, any unclaimed cash proceeds (i.e. capital gain distributions).</p>

## Stock Registration

All DTC (Depository Trust Company) eligible securities must be delivered via a Deliver Order (DO) as a book-entry movement to "DTC participant 901 for credit to account 822440, Agent Bank 26500", or via Direct Registration System (DRS), or via Deposit/Withdrawal at Custodian (DWAC).

At least two days in advance of a DTC deposit, please send the following information concerning the deposit to, our Custodian's email address, [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com)

State of MI "#822440"

Name of Security:

CUSIP number:

Holder's DTC number:

Number of Shares:

**Any physical stock certificates received for a DTC eligible security will be returned to the holder.**

If the security is not DTC eligible and a physical certificate is the only mechanism for delivery, the holder must obtain approval from our Custodian, Avenu Insights & Analytics, prior to sending the certificate or the certificate will be returned to the holder. If the certificate carries a restrictive legend, the holder must notify the Custodian of the restriction when requesting approval. A request for certificate approval should be sent to [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com) and contain the following:

State of MI "#822440"

Name of Security:

CUSIP number:

Registration on the certificate:

Number of Shares:

Holder contact information in the event the Custodian has any questions:

All physical stock certificates must be registered as follows:

HARE & CO FBO State of Michigan #822440

C/O DTC BNY MELLON/BRANCH DEPOSIT DEPT A/C 822440 – STATE OF MI

570 Washington Blvd 5th Fl

Jersey City, NJ 07310

FEIN: 13-6062916

Note: Only physical certificates are to be registered to HARE & CO. Book entry shares credited to the State of Michigan Unclaimed Account must be registered to:

Spartans & Co

C/O Avenu Insights

100 Hancock Street, 10th Floor

Quincy, MA 02171

FEIN: 30-0187543

At least two days in advance of delivery of Federal Reserve eligible securities, please send the following information concerning the deposit to our Custodian's email address [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com):

Federal Reserve Bank of New York

ABA # 0210-0001-8

Bank of NYC/CUST (822440)

For: State of Michigan

Questions can be directed to the State Client Liaison at [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com).

**Dividend Reinvestment Plans (DRPs) & Closed End Mutual Funds Registration**

The preferred method of handling DRPs and Closed End Mutual Funds is to liquidate all reported shares and include a check for all proceeds with the report.

If DRP shares cannot be liquidated for some reason, DRPs are to be registered to:

Spartans & Co

C/O Avenu Insights

100 Hancock Street, 10th Floor

Quincy, MA 02171

FEIN: 30-0187543

## Open End Mutual Funds Registration

Mutual fund shares must be transferred to an account held by the State of Michigan at the same time the report and cash are mailed to UP. **Documentation verifying the transfer must be attached to the report.**

**Preferred Method.** Mutual Fund accounts held for the State of Michigan should be registered in the name of "MAC & CO, #822440" and transferred into Michigan's custodial account with Avenu.

A fund account number is required to be obtained from our Custodian in order to affect the transfer into MAC & CO. Contact our Custodian at [upch.custody@avenuinsights.com](mailto:upch.custody@avenuinsights.com) to obtain the MAC & CO account number at least three business days prior to transfer. Ensure a list is provided to our Custodian in advance and contains the following:

- CUSIP number
- Fund name
- Share amount
- Account number at the fund.

**Note:** It is important the MAC & CO registration references account number 822440 as that identifies the fund as belonging to the State of Michigan.

If, for some reason, mutual fund shares cannot be transferred as indicated above, an account must be established at the fund with the following registration:

MI Dept of Treasury-Unclaimed Property  
PO Box 30756  
Lansing MI 48909  
FEIN: 38-6000134

## Mailing Instructions & Guidelines

Reports should be filed through the Unclaimed Property [website](#). **Note: Proof of transfer of those shares not being delivered via DTC, showing registration name, account number, CUSIP, and the number of shares, must be sent to UP at the address below.** The option to remit an electronic payment by ACH debit will be presented after the report has been submitted. In case you are unable to remit payment at the time of submission, you will also receive a one-time email confirmation with the payment link embedded in it. Please note, this email confirmation and payment link cannot be resent. Also, if submitting a report electronically via UPExchange, the payment cannot be paid electronically. This can only be done when submitting the report electronically via the State of Michigan Unclaimed Property website. Alternatively, a check payable to the "MI Dept of Treasury – Unclaimed Property" can be mailed to the following address, please include the FEIN for the business on the memo line:

MI Dept of Treasury-Unclaimed Property  
PO Box 30756  
Lansing MI 48909

If you have any questions, please call 517-636-6940.

## GLOSSARY OF TERMS

<b>Abandoned Property</b>	Tangible or intangible property that is unclaimed by its rightful owner.
<b>Activity</b>	Action taken on property by the owner which may include making a deposit, a withdrawal of money, a written memorandum to the holder, or any action that state statute deems adequate.
<b>Administrator</b>	The State Treasurer.
<b>Aggregate Reporting</b>	To report and remit multiple items of the same property type under \$50 in one lump sum. Reach out to Unclaimed Property at 517-636-6940 for additional requirements. Although allowed by Michigan Law, we encourage holders to instead report properties individually. Reporting properties individually will reduce claimant referrals back to the holder for verification of ownership.
<b>Apparent Owner</b>	The person whose name appears on the records of the holder as the person entitled to property held, issued, or owing by the holder.
<b>Attorney General</b>	The chief legal officer of this State.
<b>Banking Organization</b>	A bank, trust company, savings bank, industrial bank, land bank, safe deposit company, private banker, or any organization defined by law as a bank or banking organization.
<b>Business Association</b>	A nonpublic corporation, joint stock company, investment company, business trust, partnership, or association for business purposes of two or more individuals, whether or not for profit, including a banking organization, financial organization, insurance company, or utility.
<b>Domicile</b>	The state of incorporation of a corporation, or the state of the principal place of business of an unincorporated entity.
<b>Due Diligence</b>	The effort required by statute that a holder of abandoned property must use to find the true owner of the property before the holder reports the property to the state.
<b>Dormant Period</b>	The time when an owner of property does not take action on his or her property (see activity).
<b>Dormancy Date/Date of Last Activity</b>	The date of last contact by the owner with the listed holder.
<b>Escheat</b>	A transfer and reporting of property from a holder, making the state the legal custodian of the property.
<b>Federal Employer Identification Number (FEIN)</b>	Reporting holder's Tax ID number.
<b>Financial Organization</b>	A savings and loan association, cooperative bank, building and loan association, savings bank, or credit union.

<b>Holder</b>	An entity, wherever organized or domiciled, who is in possession of property belonging to another, a trustee, or is indebted to another on an obligation.
<b>Insurance Company</b>	An individual, association, corporation, fraternal or mutual benefit organization, or any other legal entity, whether or not for profit, that is engaged or attempting to engage in the business of making insurance or surety contracts.
<b>Intangible Property</b>	Includes all of the following: money, checks, drafts, deposits, interest dividends, and income; credit balances, customer overpayment, gift certificates, security deposits, refunds, credit memos, unpaid wages, unused airline tickets, and unidentified remittances; stocks and other intangible ownership interest in business associations; money deposited to redeem stocks, bonds, coupons, and other securities, or to make distributions; amounts due and payable under the terms of insurance policies; amounts distributable from a trust or custodial fund established under a plan to provide health, welfare, pension, vacation, severance, retirement, death, stock purchase, profit sharing, employee savings, supplemental unemployment insurance, or similar benefits.
<b>Last Known Address</b>	The address of record for an owner of unclaimed property, as identified on the holder's books and records.
<b>Municipal</b>	Relating to a city or town or its governing body.
<b>Owner</b>	A depositor, in the case of a deposit; a beneficiary, in the case of a trust other than a deposit in trust, creditor, claimant, or payee, in the case of other tangible property; or a person having a legal or equitable interest in property subject to this Act. Owner includes the legal representative of the person defined as an owner in the subdivision.
<b>Person</b>	An individual, business association, state, or other government, governmental subdivision agency, public corporation, public authority, estate, trust, two or more persons having a joint or common interest, or any other legal or commercial entity.
<b>Property</b>	Tangible or intangible personal property owned by a person.
<b>State</b>	Any state, district, commonwealth, territory, insular possession, or any other area subject to the legislative authority of the United States.
<b>Tangible Property</b>	Includes items in safe deposit boxes, personal property or personal effects.
<b>UP</b>	State of Michigan Unclaimed Property
<b>Unclaimed Property</b>	Tangible or intangible property that is unclaimed by its rightful owner.
<b>Underlying Shares</b>	Shares of stock issued by a business association, banking organization, or financial organization; certificates which are in the possession of the shareholders who have failed to either cash dividend checks, correspond with the issuing corporation, or respond to the issuing corporation's

## Utility

attempts to make contact. In other words, an underlying share of stock is an ownership interest in a business entity, the certificate, or other evidence of which is presumably in the possession of the missing owner.

An entity who owns or operates for public use any plant, equipment, property, franchise, or license for the transmission of communications or the production, storage, transmission, sale, delivery, or furnishing of electricity, water, steam or gas.

# State of Michigan-Department of Treasury, Unclaimed Property

## APPENDIX A: PROPERTY CODES AND ABANDONMENT PERIODS

### ACCOUNT BALANCES DUES

Yrs.	Code	Description
3	AC01	CHECKING ACCOUNTS
3	AC02	SAVINGS ACCOUNTS
3	AC03	MATURED CD OR SAVINGS CERTIFICATE
3	AC04	CHRISTMAS CLUB FUNDS
3	AC05	MONEY ON DEPOSIT TO SECURE FUND
3	AC06	SECURITY DEPOSITS
3	AC07	UNIDENTIFIED DEPOSITS
3	AC08	SUSPENSE ACCOUNTS
15	AC10	AUTOMATIC RENEWABLE CD
3	AC11	UGMA ACCOUNT
3	AC99	AGGREGATE ACCOUNT BALANCES

### UNCASHED CHECKS

Yrs.	Code	Description
3	CK 01	CASHIERS CHECKS
3	CK02	CERTIFIED CHECKS
3	CK03	REGISTERED CHECKS
3	CK04	TREASURER'S CHECKS
3	CK05	DRAFTS-CHECKS
3	CK06	WARRANTS
3	CK07	MONEY ORDERS
15	CK08	TRAVELER'S CHECKS
3	CK09	FOREIGN EXCHANGE CHECKS
3	CK10	EXPENSE CHECKS
3	CK11	PENSION CHECKS
3	CK12	CREDIT CHECKS OR MEMOS
3	CK13	VENDOR CHECKS
3	CK14	CHECKS WRITTEN OFF TO INCOME
3	CK15	OTHER OUTSTANDING OFFICIAL CHECKS
3	CK16	CD INTEREST CHECKS
3	CK99	AGGREGATE UNCASHED CHECKS

### IRA/EDUCATION/HEALTH SAVINGS ACCOUNTS

Yrs.	Code	Description
3	IR01	IRA CASH
3	IR08	IRA STOCKS AND BONDS
3	IR13	IRA MUTUAL FUNDS
3	HS01	HEALTH SAVINGS ACCOUNTS
3	CS01	EDUCATION SAVINGS ACCOUNTS

### MINERAL PROCEEDS & MINERAL INTEREST

Yrs.	Code	Description
3	M101	NET REVENUE INTEREST
3	M102	ROYALTIES
3	M103	OVERRIDING ROYALTIES
3	M104	PRODUCTION PAYMENTS
3	M105	WORKING INTEREST
3	M106	BONUSES
3	M107	DELAY RENTALS
3	M108	SHUT-IN ROYALTIES
3	M109	MINIMUM ROYALTIES
3	M199	AGGREGATE MINERAL INTEREST

### MISC. CHECKS & INTANGIBLE PERSONAL PROPERTY

Yrs.	Code	Description
1	MS01	WAGES, PAYROLL, SALARY
1	MS02	COMMISSIONS
3	MS03	WORKERS COMPENSATION BENEFITS
3	MS04	PAYMENT FOR GOODS & SERVICES
3	MS05	CUSTOMER OVERPAYMENT
3	MS06	UNIDENTIFIED REMITTANCES
3	MS07	UNREFUNDED OVERCHARGES
3	MS08	ACCOUNTS PAYABLE
3	MS09	CREDIT BALANCES-ACCTS. REC.
3	MS10	DISCOUNTS DUE
3	MS11	REFUNDS DUE
3	MS12	UNREDEEMED GIFT CERTIFICATES
3	MS13	UNCLAIMED LOAN COLLATERAL
3	MS14	INDIV. PENSION & PROFIT SHARE ACCT.
1	MS15	DISSOLUTION OR LIQUIDATION
3	MS16	MISC. OUTSTANDING CHECKS
3	MS17	MISC. INTANGIBLE PROPERTY

3	MS18	SUSPENSE LIABILITIES
3	MS99	AGGREGATE MISC. PROPERTY

### SAFE DEPOSIT BOXES & SAFEKEEPING

Yrs.	Code	Description
3	SD01	SAFE DEPOSIT BOX CONTENTS
3	SD02	OTHER SAFEKEEPING
3	SD03	OTHER TANGIBLE PROPERTY

### COURT DEPOSITS

Yrs.	Code	Description
1	CT01	ESCROW FUNDS
1	CT02	CONDEMNATION AWARDS
1	CT03	MISSING HEIR FUNDS
1	CT04	SUSPENSE ACCOUNTS
1	CT05	OTHER COURT DEPOSITS
1	CT06	CHILD SUPPORT PAYMENTS
1	CT07	ABANDONED VEHICLE PROCEEDS
1	CT99	AGGREGATE COURT DEPOSITS

### INSURANCE

Yrs.	Code	Description
3	IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
3	IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
3	IN03	PROCEEDS DUE BENEFICIARIES
3	IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS OR ANNUITIES
3	IN05	PREMIUM REFUNDS
3	IN06	UNIDENTIFIED REMITTANCES
3	IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS
3	IN08	AGENT CREDIT BALANCES
2	IN77	LIMITING AGE POLICIES
3	IN99	AGGREGATE INSURANCE PROPERTY

### SECURITIES

Yrs.	Code	Description
3	SC01	DIVIDENDS
3	SC02	REGISTERED BOND INTEREST (CORP.)
3	SC03	REGISTERED BOND PRINCIPAL (CORP.)
3	SC04	EQUITY PAYMENTS
3	SC06	FUNDS PAID TO PURCHASE SHARES
3	SC07	MUNICIPAL BOND PRINCIPAL AND INTEREST
3	SC08	SHARES OF STOCK (RETURNED BY P.O.)
3	SC09	CASH FOR FRACTIONAL SHARES
3	SC10	UNEXCHANGED STOCK FOR SUCCESSOR CORP.
3	SC11	OTHER CERTIFICATES OF OWNERSHIP
3	SC12	UNDERLYING SHARES OR OTHER OUTSTANDING CERTIFICATES
3	SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS
3	SC14	DEBENTURES
1	SC15	US GOVERNMENT SECURITIES
3	SC16	MUTUAL FUND SHARES
3	SC17	WARRANTS (RIGHTS)
3	SC19	DIVIDEND REINVESTMENT PLANS
3	SC20	CREDIT BALANCES
3	SC99	AGGREGATE SECURITY RELATED CASH

### TRUST, INVESTMENT & ESCROW ACCOUNTS

Yrs.	Code	Description
3	TR01	PAYING AGENT ACCOUNTS
3	TR02	UNDELIVERED OR UNCASHED DIVIDENDS
3	TR03	FUNDS HELD FIDUCIARY CAPACITY
3	TR04	ESCROW ACCOUNTS
3	TR05	TRUST VOUCHERS
3	TR99	AGGREGATE TRUST PROPERTY

### UTILITIES

Yrs.	Code	Description
1	UT01	UTILITY DEPOSITS
3	UT02	MEMBERSHIP FEES
3	UT03	REFUNDS OR REBATES
3	UT04	CAPITAL CREDIT DISTRIBUTIONS
3	UT99	AGGREGATE UTILITY PROPERTY

Regardless of the property types, all governmental entities must report all properties after one year of dormancy.



## APPENDIX B: RELATIONSHIP CODES

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### For sole or first owner

P-Primary

### For additional owners

AD- Administrator

AF- Attorney for

AG- Agent for

AN- And

BC- Contingent Beneficiary

BF- Beneficiary

CC- Co-Conservator

CF- Custodian for

CN- Conservator

EX- Executor or Executrix

FB- For benefit of

GR- Guardian for

IN- Insured

JC- Joint tenants in common

JT- Joint

JS- Joint with rights of survivorship

OR- Or

PA- Payee

PO- Power of Attorney

RE- Remitter

TE- As Trustee for

UG-Uniform gift to minors act (UGMA)

### Deduction Codes

DR- Safe Deposit Box drilling fees and unpaid rent

TW- Income Tax Withheld from IRA Account

### OWNER TYPE CODES

AP- Aggregate Property

OT- All Owners except Aggregate or Unknown

UN- Unknown Owner (no name available)

State of Michigan-Department of Treasury, Unclaimed Property

## APPENDIX C: SAMPLES OF DUE DILIGENCE LETTER

### Sample of Due Diligence For Inactive Account

HOLDER NAME & ADDRESS

CUSTOMER NAME

CUSTOMER ADDRESS

CUSTOMER CITY, STATE & ZIP

It is the policy of (HOLDER) to review and update our account records periodically. Our records of your savings/checking account number 123456 indicate no transactions as of (LAST ACTIVITY DATE). Your account needs to be brought current. State law requires us to turn this account over to the state if the account is truly abandoned. To prevent us from turning your account over to the state's unclaimed property office, please check the appropriate box, sign in the space provided below, and return this to us within \_\_\_\_ days.

☐ The above address information is correct for the account and I am aware of the account.

☐ Please change the account holder(s) name(s) and/or address(s) to read as follows:

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---

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☐ I wish to close this account. Please send a check for the closeout amount to the following address:

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---

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Signature\_\_\_\_\_ Date\_\_\_\_\_

Your assistance is appreciated. Please contact our office if you have any questions.

Sincerely,

Your Bank Office

## Sample of Due Diligence For Outstanding Check

To: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Re: Disposition of Outstanding Check

Our records indicate that the following check issued to you is still outstanding:

Check #

Date Issued

Amount Issued

To prevent us from turning your funds over to the state's unclaimed property office, please indicate the disposition of the check on the bottom of this form and return to us within \_\_\_\_ days.

Disposition of Check

\_\_\_\_ I cashed the above check. Provide date cashed, if known: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ I am holding the above check for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ I received the above check, but it has been lost or destroyed. Please issue a replacement check.

\_\_\_\_ I did not receive the above check. Please issue a replacement check.

\_\_\_\_ Other, explain:

\_\_\_\_\_  
\_\_\_\_\_

Please sign here: \_\_\_\_\_

Address (if other than above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FORMS

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*Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes (Form 1223)*  
*Michigan Holder Transmittal for Annual Report of Unclaimed Property (Form 2011)*  
*Michigan Holder Request for Refund (Form 3165)*  
*Michigan Unclaimed Property Voluntary Disclosure Agreement (Form 4869)*  
*Michigan Inventory Report of Unclaimed Property Safe Deposit Box Contents (Form 3167)*

### **For fillable versions of each form use the links below**

[Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes \(Form 1223\)](#)  
[Michigan Holder Transmittal for Annual Report of Unclaimed Property \(Form 2011\)](#)  
[Michigan Holder Request for Refund \(Form 3165\)](#)  
[Michigan Unclaimed Property Voluntary Disclosure Agreement \(Form 4869\)](#)  
[Michigan Inventory Report of Unclaimed Property Safe Deposit Box Contents \(Form 3167\)](#)

# Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes

Issued under Public Act 29 of 1995. Filing is mandatory.

Attach this form to the *Michigan Holder Transmittal* (Form 2011). Complete this report for cash items or for safety deposit box contents only. If you are reporting both cash items and safety deposit box contents, submit a separate report for each. All items less than \$50 may be reported in aggregate (see aggregate filing instructions). If you are reporting more than ten properties, you must submit your report electronically through the Unclaimed Property website at <https://unclaimedproperty.michigan.gov>. Report securities separately (Form 3164).

Holder Name		Page ____ of ____
Report Year		
Federal Employer ID Number		Report Number <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$

<p>Complete this item only on the <b>last page</b> of the report. Enter the total dollars you are submitting with this report.     \$</p>
---

<p>Total: This page only \$</p>
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# Michigan Holder Transmittal for Annual Report of Unclaimed Property

Issued under the authority of P.A. 29 of 1995, Filing is mandatory.  
Failure to file is punishable by fine.

Mail to:  
**Michigan Department of Treasury  
Unclaimed Property  
PO Box 30756  
Lansing, MI 48909**

If your report and remittance were both filed online, you do not submit this Form 2011 unless you are also submitting one or more of the items listed in Box 12 below. If your report does not meet Treasury specifications as indicated in the Manual for Reporting Unclaimed Property, it will not be accepted.

1. Report Year			
<b>GENERAL INFORMATION</b>			
2. Holder's Name		3. Federal Employer ID Number	4. State of Incorporation
5. Address		6. County	7. Date of Incorporation
8. City, State, Zip Code		9. Primary Business Activity	
10. Did you exercise due diligence this report year? <input type="checkbox"/> Yes <input type="checkbox"/> No		11. Did you file a <i>Report of Unclaimed Property</i> last year? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain: _____	
12. What are you submitting with Form 2011? (Check all that Apply) <div style="display: flex; flex-wrap: wrap; padding: 5px;"><div style="width: 33%;"><input type="checkbox"/> Aggregate Detail List</div><div style="width: 33%;"><input type="checkbox"/> Form 1223</div><div style="width: 33%;"><input type="checkbox"/> Check (Payable to "MI Dept of Treasury - Unclaimed Property")</div><div style="width: 33%;"><input type="checkbox"/> Form 3167</div><div style="width: 33%;"><input type="checkbox"/> Subsidiary List</div><div style="width: 33%;"><input type="checkbox"/> Form TR-52 (Abandoned Vehicle)</div></div>			
13. Report Type <input type="checkbox"/> Annual <input type="checkbox"/> VDA <input type="checkbox"/> Audit <input type="checkbox"/> Other _____			
<b>REPORTING REQUIREMENTS</b>			
14. You must report and submit all property (defined in General Instructions) in your custody that belongs to someone else and has gone unclaimed.			
a. Total number of safety deposit boxes reported (if applicable). .....			
b. Total number of shares of stock/mutual funds (if applicable).....			
c. Total amount paid with this transmittal.....			\$
*Make checks payable to "MI Dept of Treasury - Unclaimed Property"			
<b>CERTIFICATION</b>			
<i>I declare under penalties imposed by P.A. 29 of 1995, as amended, that I have examined this report and to the best of my knowledge it is true and complete.</i>			
15. Print Contact Name			Telephone Number
E-mail Address			Fax Number
16. Authorizing Signature		17. Title	Date

If you are a successor, attach a separate sheet listing the names and last known addresses of all previous holders of the property being reported. If you have changed your name during the reporting period, attach a separate sheet listing all prior names.

## Michigan Holder Request for Refund

Issued under Public Act 29 of 1995. Filing is voluntary.

After property is reported and remitted in good faith to the Michigan Department of Treasury, the holder is no longer liable for payment to the owner. However, a holder may use this form to request a refund of property if the holder has already reimbursed the rightful owner or if the funds, or a portion of the funds, aren't due to the owner.

**SUBMIT:** Upload your form through the Unclaimed Property secure website. For this request type only, **use Claim # 97777**. This is a default claim number that will allow Treasury to expedite the Holder Request for Refund; the request will be assigned a unique number after it is reviewed. Please include the business card or photo ID of the person signing the form.

Holder Information							
Holder's Name			Federal Employer ID Number		Telephone Number	Report Year	Total Amount of Report
Street Address		City, State and ZIP Code			E-mail Address		
Claim Information							
Property Code	Account/Reference No. (If in aggregate, specify)	Owner's Name (Exactly as indicated on report.)	Owner's Address	Claimant's Name (If different from owner.)	Claimant's Address (If different from owner.)	Date paid to claimant or acct. reactivated. (include proof)	Amount Paid
a.							
b.							
c.							
d.							
If your refund is due to a reporting error, explain here.					<b>TOTAL REFUND</b>		
Notary Certification				Holder Certification			
Subscribed and sworn to before me the _____ day of _____, 20 _____.  _____ (Print Name) Notary for State of _____,  _____ (Notary Signature) County of _____  Commission expires _____ day of _____, 20 _____.  				<i>I certify that the properties listed above which were included in the Report of Unclaimed Property or Securities filed for the report year in item 1d have been paid to the rightful owner or claimant. Upon payment of this request, I agree to hold the state harmless from all claims and loss, demands, costs and other expenses which the state may sustain by reason of turning over the property to the holder and by its further refusal to pay the property to any other person.</i>  Signature of Holder Representative _____ Date _____  Print or Type Representative's Name _____ Date _____			

# Michigan Unclaimed Property Voluntary Disclosure Agreement

Issued under authority of Public Act 29 of 1995.

## PART 1: ENTITY INFORMATION

1. Legal Name of Entity	2. Federal Employer Identification Number (FEIN). If unassigned, enter TR or ME #.
3. Address (Number and Street, P.O. Box)	4. City, State, ZIP Code
5. Contact Name	6. Contact Telephone Number

## PART 2: AGREEMENT INFORMATION

The entity listed above, hereafter referred to as the Holder, desires to be compliant with the Michigan Uniform Unclaimed Property Act (Act), being Public Act 29 of 1995, as amended. Accordingly, the Holder would like to voluntarily comply with the Act by reporting and remitting previously unreported unclaimed property due to the State of Michigan. To comply, the Holder agrees to the following terms and conditions:

- (1) Within six (6) months from the date this form is accepted by Unclaimed Property, accurately complete and file unclaimed property reports and remit payments for the current reporting year and the previous four reporting years. If estimates are involved in determining the amounts to be reported due to inadequate records, the Holder will also provide the calculations for any estimation techniques used.
- (2) To perform due diligence for unclaimed property items valued \$50 and greater as mandated by the Act.
- (3) To disclose all subsidiaries or entities including their FEIN, TR or ME numbers that are part of this agreement. Attach a list of entities.
- (4) To be fully compliant with the Act from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed property and filing a complete and accurate unclaimed property report each year.
- (5) The unclaimed property reports will be filed using electronic reporting software in the nationally recognized National Association of Unclaimed Property Administrators (NAUPA) format.
- (6) Treasury does not waive its right to audit the Holder after the expiration of the six month period or anytime after the submission of the unclaimed property reports or if reports are not filed within the terms of the agreement. An unclaimed property examination may cover up to the last ten reportable years and result in an assessment of penalty and interest.

## PART 3: TREASURY AGREEMENT

### Treasury agrees to the following terms:

- (1) To exclude the Holder in Unclaimed Property audit efforts during the six month period after the filing of this form.
- (2) Holders will not be assessed penalties or interest for property remitted voluntarily in compliance with this agreement and the Act.

## PART 4: CERTIFICATION

### By my signature below, I attest to the following:

- (1) This agreement will not go into effect until written acceptance has been received from the Department of Treasury.
- (2) I am an authorized representative of the Holder named above and have full authority to enter into and bind the Holder to the terms and conditions of this Voluntary Disclosure Agreement.
- (3) Agreement to all of the terms identified above.
- (4) I am aware of the unclaimed property types and dormancy periods under the Act.
- (5) The entity named above is not currently under examination or audit nor has it been notified by Treasury or by one of Treasury's contract auditors, of Treasury's intention to conduct an unclaimed property examination or audit.

Authorized Representative Name	Authorized Representative Title
Authorized Representative E-Mail Address	Authorized Representative Telephone Number
Authorized Representative Signature	Date

To obtain more information about filing unclaimed property reports including the Manual for Reporting Unclaimed Property, free holder reporting software, forms, Frequently Asked Questions and a Webcast, visit the "Reporting Unclaimed Property" section at [www.michigan.gov/unclaimedproperty](http://www.michigan.gov/unclaimedproperty).

Return completed form to:  
Michigan Department of Treasury  
Unclaimed Property  
PO Box 30756  
Lansing, MI 48909

E-mail: [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

Call 517-636-6940 if you have further questions.



# Michigan Inventory Report of Unclaimed Property Safe Deposit Box Contents

Issued under Public Act 29 of 1995. Filing is mandatory.

Attach one copy of this list of contents to your *Michigan Holder Transmittal* (Form 2011) along with the *Michigan Annual Report of Unclaimed Cash and Safe Deposit Boxes* (Form 1223) or the Electronic Report Submission Confirmation page received if you uploaded your report online. Report only one safe deposit box per page (a copy of the inventory should be included in each box). Keep one copy for your records. See instructions for reporting specific property.

Holder Name	Page ____ of ____
Federal Employer ID Number	Report Year

Owner Identification and Costs				
Owner's Name (if more than one, list all)	Social Security No. or FEIN	Enter the type and amount of fees for this deposit box only.		
	<input type="checkbox"/>	Type	Amount	
	Owner's Address			Safe Deposit Box No.
				Branch Where Property Was Held
	Date of Abandonment			

Itemized Description of Contents by Category	

Authorized Bank Officials Signature	Authorized Bank Officials Signature
Date Box Opened	Date Inventoried